

PRLS UNLICENSED OFFICER QUESTIONNAIRE

RE 273 (Rev. 01/14)

GENERAL INFORMATION

➤ Please read information on page 3 before completing this application.

➤ Type or print clearly in ink.

QUESTIONNAIRE

1. CORPORATION NAME

2. NAME OF APPLICANT (LAST, FIRST & MIDDLE)

3. MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX

CITY

STATE

ZIP CODE

4. DO YOU RESIDE IN CALIFORNIA?

☐ YES

☐ NO

IF NO, A CONSENT TO SERVICE OF PROCESS (RE 263) MUST BE ON FILE WITH DRE.

5. BUSINESS TELEPHONE

6. RESIDENCE TELEPHONE

7. SOCIAL SECURITY NO.

8. BIRTH DATE

9A. WHAT IS YOUR STATUS WITH THE CORPORATION?

☐ OFFICER

☐ DIRECTOR

☐ SHAREHOLDER

9B. IF SHAREHOLDER IS MARKED YES, LIST PERCENTAGE OF SHARES OWNED.

10. HAVE YOU USED ANY OTHER NAMES (I.E., MAIDEN, AKA, ETC.)?

☐ NO

☐ YES

IF YES, LIST NAME(S) USED.

11. HEIGHT

12. WEIGHT

13. EYE COLOR

14. HAIR COLOR

15. GENDER

☐ M

☐ F

16A. HAVE YOU PREVIOUSLY HELD A REAL ESTATE LICENSE IN CALIFORNIA?

☐ NO

☐ YES

IF YES, COMPLETE 16B–16D.

16B. TYPE OF LICENSE

16C. EFFECTIVE DATE

16D. IDENTIFICATION NUMBER

17A. HAVE YOU EVER BEEN A PRLS AGENT?

☐ NO

☐ YES

IF YES, COMPLETE 17B–17C.

17B. NAME OF INDIVIDUAL LICENSEE OR CORPORATION

17C. DATES EMPLOYED

18. HAS THERE BEEN A CHANGE OF UNLICENSED OFFICERS, DIRECTORS OR SHAREHOLDERS OWNING 25% OR MORE OF THE CORPORATE STOCK DURING THE LAST 4 YEARS?

☐ NO

☐ YES

IF YES, PROVIDE THE NAMES AND TITLES.

CALBRE USE ONLY

IDENTIFICATION NUMBER

EFFECTIVE DATE

EXPIRATION DATE

DATE LICENSE SENT

VIOLATION

PRINTS SENT

COPY TO PRLS CONTRACT REVIEWER

PROCESSOR'S NUMBER

BACKGROUND INFORMATION

Carefully read and provide detailed and accurate answers to questions 19-25 below. You must provide a "yes" or "no" response to all questions. Attach additional sheets if you need more space. Each additional sheet must be sign by applicant. Failure to disclose pertinent information may result in denial of your license application and/or delays.

19. HAVE YOU EVER BEEN CONVICTED OF ANY VIOLATION OF THE LAW? ALL STATE AND FEDERAL MISDEMEANOR AND FELONY CONVICTIONS, AND ALL MILITARY AND FOREIGN CONVICTIONS, MUST BE DISCLOSED. **CONVICTIONS EXPUNGED UNDER PENAL CODE SECTION 1203.4 OR A SIMILAR STATUTE MUST STILL BE DISCLOSED. IF YES, COMPLETE ITEM 26** ☐ YES ☐ NO
20. ARE THERE CRIMINAL CHARGES PENDING AGAINST YOU AT THIS TIME? **IF YES, COMPLETE ITEM 26**..... ☐ YES ☐ NO
21. HAVE YOU EVER HAD A DENIED, SUSPENDED, RESTRICTED OR REVOKED BUSINESS OR PROFESSIONAL LICENSE (INCLUDING REAL ESTATE), CERTIFICATE OR PERMIT, IN CALIFORNIA OR ANY OTHER STATE OR FEDERAL LAW? **IF YES, COMPLETE ITEM 27**... ☐ YES ☐ NO
22. ARE THERE ANY LICENSE DISCIPLINARY ACTIONS PENDING AGAINST A BUSINESS, PROFESSIONAL OR OCCUPATIONAL LICENSE, CERTIFICATE, OR PERMIT YOU HOLD AT THIS TIME? **IF YES, COMPLETE ITEM 27**..... ☐ YES ☐ NO
23. HAVE YOU EVER BEEN REQUIRED TO REGISTER AS A SEX OFFENDER PURSUANT TO THE PROVISIONS OF SECTION 290 OF THE CALIFORNIA PENAL CODE OR ANY COMPARABLE LAW OF ANY STATE OR GOVERNMENTAL UNIT? **IF YES, COMPLETE ITEM 26**..... ☐ YES ☐ NO
24. HAVE YOU EVER BEEN ORDERED TO CEASE, DESIST AND/OR REFRAIN FROM DOING AN ACT(S), OR FROM VIOLATING A LAW, RULE OR REGULATION BY, OR CITED FOR A BREACH OF ETHICS OR UNPROFESSIONAL CONDUCT, BY AN ADMINISTRATIVE AGENCY OR PROFESSIONAL ASSOCIATION IN CALIFORNIA OR ANY OTHER STATE? **IF YES, COMPLETE ITEM 27**..... ☐ YES ☐ NO
25. HAVE YOU EVER PLED GUILTY TO OR ENTERED A PLEA OF NOLO CONTENDERE OR A NO CONTEST PLEA TO ANY VIOLATION OF LAW IN A STATE, MILITARY, OR FEDERAL COURT? **IF YES, COMPLETE ITEM 26**..... ☐ YES ☐ NO

CONVICTION DETAILS

"Convicted" as used in Item 19 includes a verdict of guilty by judge or jury, a plea of guilty, a plea of nolo contendere (i.e., "no contest"), or a forfeiture of bail in the courts (including military courts) of any state, commonwealth, possession or country. All convictions must be disclosed, no matter how long ago they occurred, even if the plea or verdict was set aside, the conviction dismissed or expunged, or you have been pardoned. Convictions occurring while you were a minor (under 18 years of age) must be disclosed unless the record of the conviction has been sealed under Section 1203.45 of the California Penal Code or Section 781 of the California Welfare and Institutions Code.

26. DETAILED EXPLANATION OF ITEM 19, 20, 23 AND/OR 25. IF NEEDED, EXPLANATION MAY BE PROVIDED IN ITEM 28.

COMPLETE ONE LINE FOR EACH VIOLATION AND PROVIDE EXPLANATION BELOW. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION, PROVIDE ALL THE REQUESTED INFORMATION YOU CAN OBTAIN, WITH AN EXPLANATION FOR THE MISSING INFORMATION. IF THE CONVICTION STATUS HAS BEEN SUBSEQUENTLY CHANGED OR REDUCED, NOTE THAT FACT IN THE AREA PROVIDED FOR ADDITIONAL INFORMATION.

ATTACHMENTS FOR ADDITIONAL INFORMATION: SPECIFY WHICH LINES YOU ARE REFERRING TO. **EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT.**

*CODE SECTION VIOLATED (i.e., 1014, 484, ETC.) **CODE VIOLATED (i.e., U.S. CODE, PENAL CODE, ETC.) ***DISPOSITION (i.e., PROBATION, PAROLE, FINE, LENGTH OF TERM)

COURT OF CONVICTION (Name and Address)	ARRESTING AGENCY (Name and Address)	DATE OF CONVIC- TION	TYPE OF CONVICTION	* CODE SECTION VIOLATED	** CODE VIOLATED	*** DISPOSITION	CASE NUMBER
Example: Sacramento Cnty. 456 Main St., Sac	Sacramento City Police 123 Main St., Sac	2/20/87	<input type="checkbox"/> Felony <input checked="" type="checkbox"/> Misdemeanor	484	Penal Code	6 months probation and \$200 fine	1234
26A.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
26B.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
26C.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				

27. DETAILED EXPLANATION OF ITEM 21, 22, AND/OR 24. IF NEEDED, EXPLANATION MAY BE PROVIDED IN ITEM 28.

27A. TYPE OF LICENSE	27B. LICENSE ID NO.	27C. LICENSE EXPIRATION DATE	27D. STATE
27E. ACTION (revoked, etc.)	27F. DATE OF ACTION	27G. DATE ACTION TERMINATED	27H. CODE SECTION VIOLATED

28. **ADDITIONAL INFORMATION: SPECIFY WHICH LINES YOU ARE REFERRING TO.** (ATTACH EXTRA SHEETS IF MORE ROOM IS NEEDED. EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT.)

UNLICENSED OFFICER CERTIFICATION

Unlicensed Officer/Director/Shareholder — I certify under penalty of perjury that the answers and statements given in this application are true and correct.

29. SIGNATURE OF UNLICENSED OFFICER/DIRECTOR/SHAREHOLDER

30. DATE



READ AND RETAIN FOR FUTURE REFERENCE**General Information**

- Complete all information requested on pages 1 and 2.
- Type or print clearly in ink. *Penciled applications will be returned.*
- Please read licensing information on RE 254.
- Effective August 1, 1998, all applicants for a prepaid rental listing service license, must submit proof that they have legal presence in the United States. The proof of legal presence document (i.e., birth certificate, resident alien card, etc.) must be submitted with a State Public Benefits Statement (RE 205) before a license will be issued. Please refer to that form for further instructions.
- Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- If you electronically re-create this form to facilitate completion on a computer, please be advised that the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any preprinted information and are using the latest version of the form.

Who must complete this application?

Unlicensed Officers/Directors/Shareholders – All Officers/Directors/Shareholders owning 25% or more of the corporate stock must complete and submit this application with a completed RE 237.

Licensed Officer – The individual who prepared and signed the Corporation Application (PRLS) [RE 272] is automatically the *licensed designated officer* of the corporation.

Only the “licensed” officer is authorized to sign PRLS licensing documents on behalf of the corporation.

Completion Information

- Enter the name of the corporation, exactly as shown on the Certificate of Status.
- Enter your legal name.
- **All questions must be answered and fully explained.** Insufficient or no explanations will result in a significant delay in processing this application.

Fingerprint Requirement

One set of classifiable electronic fingerprints is required from every unlicensed officer, director, shareholder owning 25% or more of the corporate stock unless that individual is currently licensed by the BRE, the applicant’s license expired less than two years ago, or the applicant had designated officer or designated agent

status during the last two years. Fingerprints must be submitted through the California Department of Justice (DOJ) Live Scan Program which involves the electronic taking and transmission of fingerprints to DOJ.

Completion & Submission of Live Scan Service Request (RE 237)

Complete the Live Scan Service Request according to instructions on the form. The electronic fingerprint service provider will complete the last part of the form.

After you have your fingerprints taken by the live scan service provider, a completed copy of RE 237 must be submitted with the completed original license application for the corporation and the appropriate license fee.

Fingerprint Fees

Individuals who reside in California will pay a \$49 fingerprint processing fee directly to the live scan fingerprint service provider. A separate fee will be charged for the service of taking the electronic fingerprints by the live scan provider. That fee may vary depending on the live scan provider you choose.

Fingerprint Services (Contact the facility for fees and hours)

A list of local law enforcement agencies that provide electronic fingerprint services can be obtained by checking the Web site of the California Department of Justice at <http://ag.ca.gov/fingerprints/publications/contact.php>.

Please note that the hours of operation for each provider may vary and it is recommended that you contact the provider ahead of time to determine if an appointment is necessary.

Out-of-State Applicants

Individuals who reside outside California must submit two sets of fingerprints in ink using the FBI Applicant Fingerprint Card (FD-258 Rev. 5/99). Two cards will be provided to out-of-state residents with the original license application. The \$49 fingerprint processing fee should be submitted with the completed fingerprint cards, original license application for the corporation, and license fee.

Mailing Information

Mail To: Bureau of Real Estate
P.O. Box 137000
Sacramento, CA 95813-7000

PRIVACY INFORMATION:

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Bureau of Real Estate Managing Deputy Comm. IV
1651 Exposition Blvd. Licensing, Examinations, & Education
Sacramento, CA 95815 Telephone: 877-373-4542
General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Sections 30, 31(e) and 494.5(d) require each real estate licensee to initially provide to the Bureau of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. The Franchise Tax Board will use your number

to establish identification exclusively for tax purposes. These code sections also require that each application for a new license or renewal provides notification on the application, that the Board of Equalization and the Franchise Tax Board will share taxpayer information with the Bureau of Real Estate, and that failure to pay tax obligations may result in a suspension or denial of a license. The Board of Equalization and Franchise Tax Board require the Bureau to collect social security numbers and federal taxpayer identification numbers for the purposes of matching the names of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. Your social security numbers and federal taxpayer identification number shall not be deemed public records and shall not be open to the public for inspection. The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Bureau with specific information. If all or any part of the required information is not provided, processing may

be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Bureau’s Enforcement Section, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff’s Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).